

# Caribbean Nazarene College, Trinidad and Tobago

**Position:** Quality Systems Manager

## **Job Summary**

The QSM shall develop and implement quality assurance policies and procedures within the Caribbean Nazarene College in furtherance of the achievement of its vision and mission.

## **Reporting relationship**

The incumbent will report to the President of the College

## **Some Key Duties and Responsibilities:**

1. Develop quality assurance policies and procedures in response to internal needs and satisfy the requirements and expectations of external organizations such as the ACTT, CETA, OSHA and Professional, Statutory or Regulatory Bodies.
2. Provide expert advice and guidance to the President and Administrators of the College on matters of policy, planning and implementation in relation to the Quality Management System.
3. Design, implement, monitor, review and revise as necessary, the College Quality Assurance systems.
4. Lead on appropriate Quality Assurance related projects, when required, and act as the College Quality Assurance representative for various institution-wide initiatives, as determined by the President.
5. Comply with Data Protection requirements in all working practices, and maintain confidentiality, as necessary.

## **Minimum Qualifications**

Degree in Quality Assurance Management or any related field of study  
Post- graduate certification in Quality Management is an asset  
3 years relevant experience

## **Skills and Competencies**

Strong analytical and research skills  
Strong communication skills  
Strong leadership skills  
Strong interpersonal skills  
Business acumen  
Strategic and Creative Vision

## **Skills and Competencies cont'd**

A broad knowledge and understanding of current developments and trends in higher education, particularly in relation to the national quality assurance framework for higher education

A working knowledge and understanding of quality assurance policies and procedures in higher education

An appropriate knowledge of information and communication technology

Excellent written and oral communication skills, including the ability to write reports and minutes within tight deadlines

Strong organizational and analytical skills

Substantial management and administrative experience in higher education, including experience in managing change

DF 07/11/16